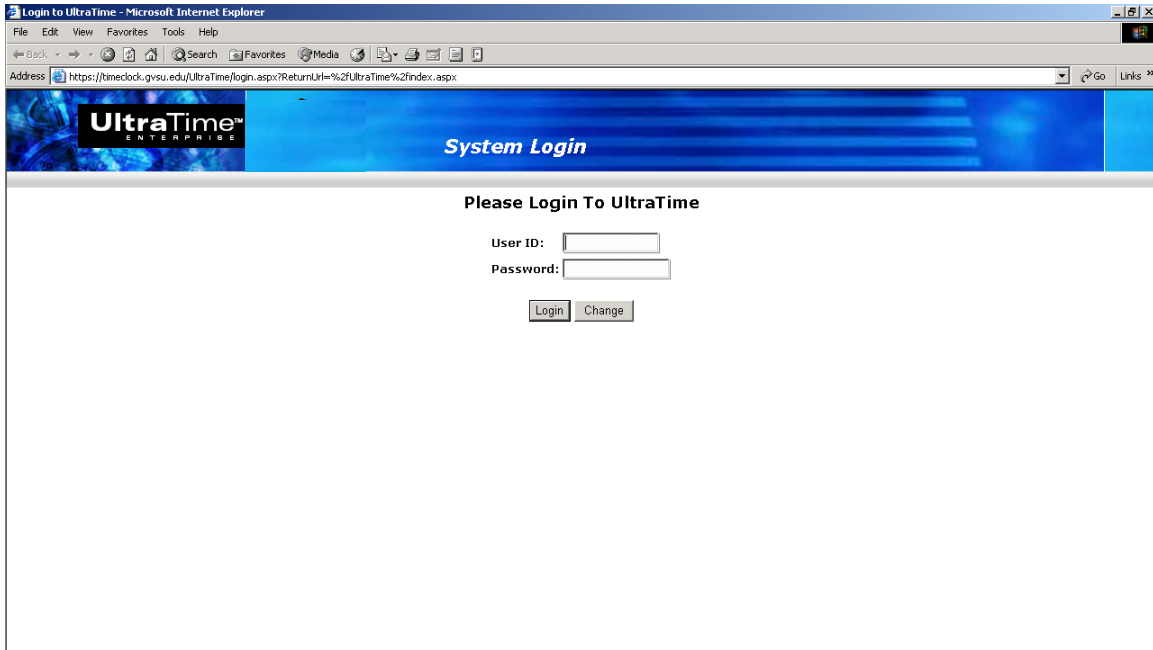


Name: _____

User ID: _____

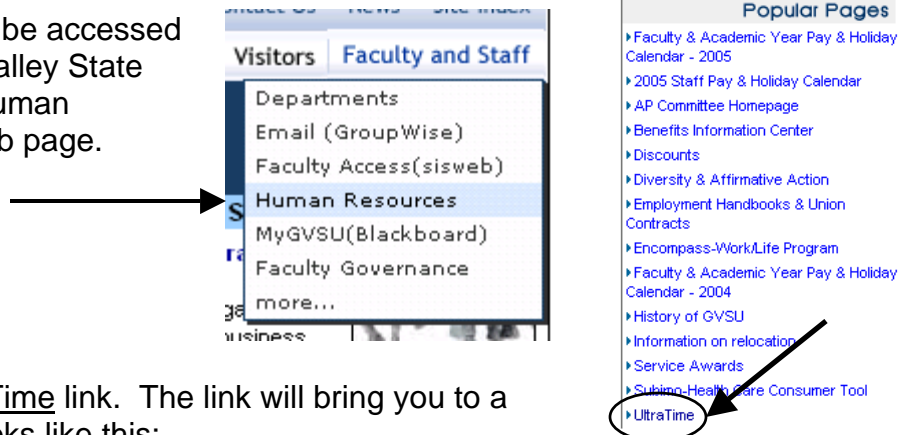
UltraTime Employee User Guide



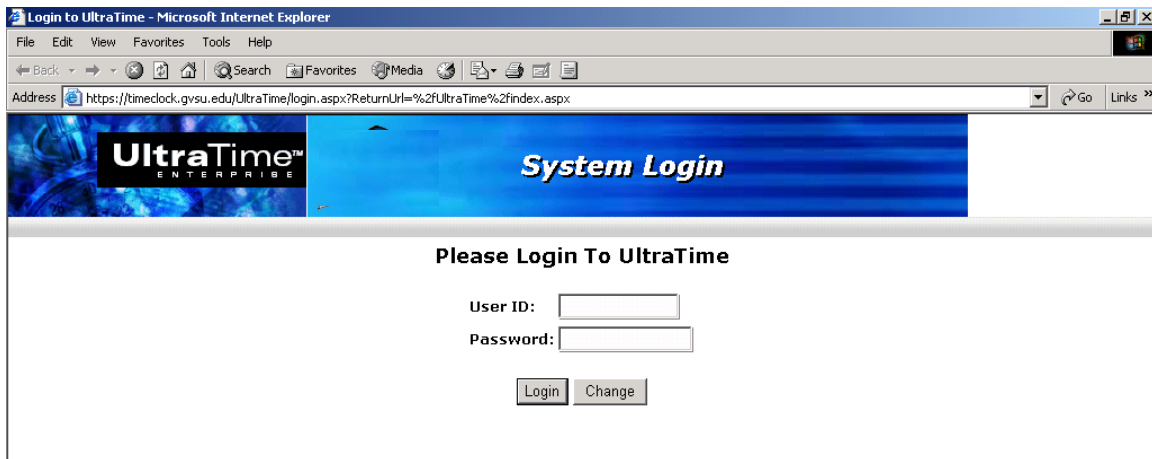
This guide will explain how to use the WebTime employee view of UltraTime.

How to Log In

UltraTime can be accessed off of Grand Valley State University's Human Resources web page.



Click on UltraTime link. The link will bring you to a screen that looks like this:



To create a shortcut on your desktop:

- Right Click on the Desktop
- Go to New > Shortcut
- For **Location**, use <https://timeclock.gvsu.edu/UltraTime>

Log In Screen

User ID: Your user ID is a six-digit number that is given to you upon being hired with the university. This number will remain the same even if you should obtain a different job on campus.

Password: Your password is the last four digits of your social security number.

If you do not know your badge number, please contact your supervisor or the University Payroll Office

Explanation of Employee Input Screen

1 2 3 4 5

UltraTime Enterprise - Microsoft Internet Explorer

UltraTime ENTERPRISE

Grand Valley State University
JOHN TEST1

Exit

Apply Cancel F:04/24/2005-05/07/2005 Print Exit

Name	Dow	Date	✓	Start	Stop	Lun	Paid	Dist	✓	Abs	Hours	Dist
TEST1, JOHN 103932 Status:F 004E- 004K-FOOD SER. COMMONS - COM' <input checked="" type="checkbox"/> Aramark Food Service	Sun	04/24/2005										
	Mon	04/25/2005										
	Tue	04/26/2005										
	Wed	04/27/2005										
	Thu	04/28/2005										
	Fri	04/29/2005										
	Sat	04/30/2005										
	Sun	05/01/2005										
	Mon	05/02/2005										
	Tue	05/03/2005										
	Wed	05/04/2005										
	Thu	05/05/2005										
	Fri	05/06/2005										
	Sat	05/07/2005										
Total												

6

1. **Apply:** This will update any additions, deletions, or edits you made to a record. Hitting the Enter key will perform the same function.
2. **Cancel:** This clears any additions or edits that you are about to enter.
3. **Pay Period Selection:** This selects the pay period or dates that are being shown. (-1) is the last pay period and (-2) is two pay periods prior.
 - NOTE: You may only add or edit time on the current pay period.
4. **Print:** Prints the record shown on screen
5. **Exit:** This will log you out of the UltraTime system.

For better printing, set the printer to **Landscape** format!

6. **Time Record Information Box:**

- **Name:** Lists the employee name along with current assignments, badge number, and distribution codes

Name		Dow
Name	TEST1, JOHN	Su
Badge	103932	Mo
Dist Code	004K-FOOD SER. COMMONS - COM	Tu
Job Description	036K-FH CLAMMING WALL - 170 FH	W
		Th

Dow	Date	✓	Start	Stop	Lun	Paid	Dist	✓	Abs	Hours	Dist

- **DOW:** Day of the Week
- **Date:** Date of the Week
- **✓:** This tells you the status of the time record:
 - ✓ = Confirmed by Supervisor
 - 🟢 (Green Lock) = Locked by Supervisor
 - 🟡 (Yellow Lock) = Locked by Payroll Office
 - 🚫 = This is not a record that you can make edits to
- **Start:** Employee In Time
- **Stop:** Employee Out Time
- **Lunch:** Time taken for lunch
- **Paid:** Total hours worked for that entry – This field will fill in automatically. You will not be able to enter anything in this area.
- **Dist.:** Identifies where the employee is working
- **✓:** This tells you the status of the absence record
- **Abs:** Tells what kind of absence has been taken
- **Hours:** How long the absence was taken for
- **Dist:** Tells what position the absence should be held to.

Adding, Editing, and Deleting Time Records

To Add a Time Record:

1. Click in **Start** column for the appropriate day - a cursor should appear. Enter time IN rounded to the nearest quarter hour (ex. 8:00, 8:15, 8:30, 9:00). Be sure to designate whether the entry is AM or PM by using a, p, am, or pm after the time
2. Click in **Stop** column for the appropriate day (or tab over from the Start column) – a cursor should appear. Enter time OUT rounded to the nearest quarter hour. Be sure to designate whether the entry is AM or PM using a, p, am, or pm after the time.
3. Enter lunch if necessary – Use 0.25, 0.5, 0.75, or 1.0 **only**. A lunch over 1 hour will **not** be accepted.
4. Enter distribution code:
 - a. If only ONE job using web based UltraTime is held distribution code will automatically be entered when hitting 'Apply' or 'Enter'.
 - b. If MORE THAN ONE job using the web based UltraTime is held, click on the down arrow in the 'Dist' box and select the appropriate job from the pop-up box.

Name	Dow	Date	✓ Start	Stop	Lun	Paid	Dist	✓ Abs	Hours	Dist
TEST1, JOHN 103932 Status:F 004K-FOOD SER. COMMONS - COM' 036K-FH CLIMBING WALL - 170 FH	Sun	04/24/2005								
	Mon	04/25/2005								
	Tue	04/26/2005								
	Wed	04/27/2005								
	Thu	04/28/2005								
	Fri	04/29/2005								

SEEK:

004K FOOD SER. COMMONS - COM' Eff-Until:04/30/05

036K FH CLIMBING WALL - 170 FH Eff-Until:04/30/05

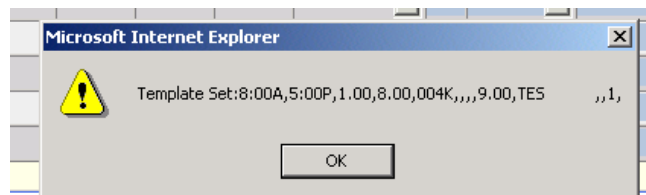
Save Clear

5. Click 'Apply' with the mouse or hit the 'Enter' key.

Using the Template Function to Enter Time:

The template function can be used if the same time is worked on a daily basis (example: employee works 8am to 5pm with a 1 hour lunch every day of the week). This function is a shortcut for entering time. To do this:

1. Enter a complete time record for one day (example: Monday).
2. To enter the **same** time for Tuesday, RIGHT click the mouse on Monday's time record. A message box will appear stating that a template has been set. Hit 'OK'.



3. RIGHT click the mouse on Tuesday's Start time area. The template time will appear in red.
4. Repeat step 3 on following days if necessary.
5. Click 'Apply' with the mouse or hit the 'Enter' key.

To Edit a Time Record:

1. Click on the appropriate time that needs to be edited.
2. Make the appropriate change.
3. Click 'Apply' with the mouse or hit the 'Enter' key.

To Delete a Time Record:

1. Select the START box for the record – Type in a zero (0).
2. Select the STOP box for the record – Type in a zero (0).
3. Click 'Apply' with the mouse or hit the 'Enter' key.

Adding, Editing, and Deleting Absence Records

✓	Abs	Hours	Dist

The Absence Fields

To Add an Absence Record:

1. Click in the 'Abs' column of the appropriate date
2. Enter the code for the kind of absence taken. To bring up a box displaying the absence code options click on the down arrow. This brings up a box with all of the absence codes listed.

NOTE: If the code you are looking for is not listed click on the arrows in the box to view more.



3. Enter the number of hours for the absence taken.
4. Enter the appropriate distribution code if more than one job is held. (see instructions for Distribution codes above)
5. Click 'Apply' with the mouse or hit the 'Enter' key.

To Edit an Absence Record:

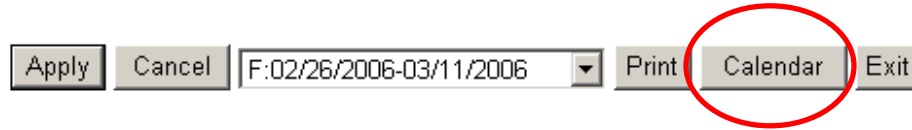
1. Click on the appropriate absence record that needs to be edited.
2. Make the appropriate change to the record.
3. Click 'Apply' with the mouse or hit the 'Enter' key.

To Delete an Absence Record:

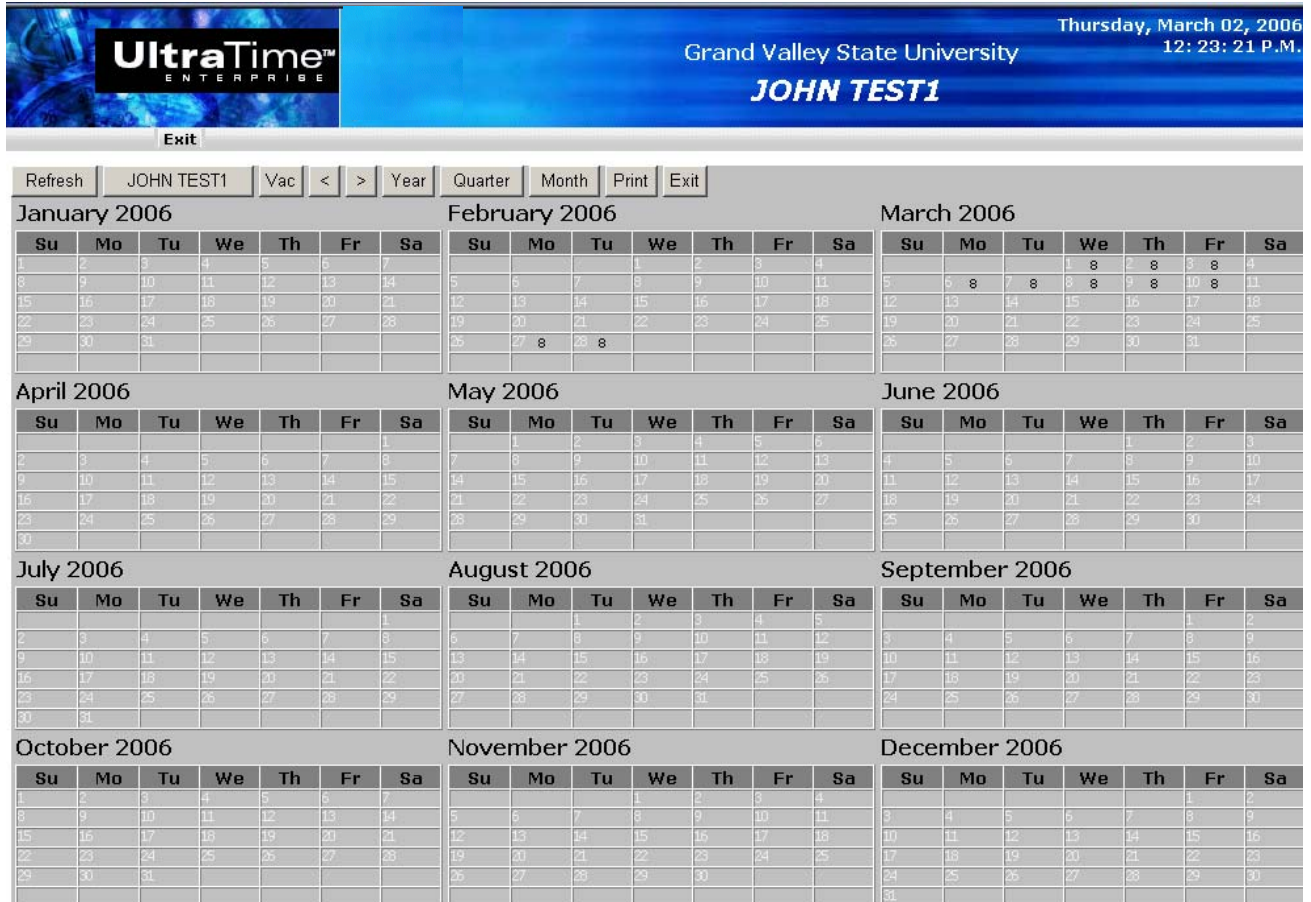
1. Click on the 'Hours' column of the appropriate absence record.
2. Type in a zero (0) for the number of hours.
3. Click 'Apply' with the mouse or hit the 'Enter' key.

Calendar Feature

The Calendar feature allows you to view your time worked in a calendar format for the period of a month, quarter or year. This is a 'View Only' feature. No changes can be made from this view.



Clicking on the 'Calendar' button will change your screen to a calendar view:



Thursday, March 02, 2006
12: 23: 21 P.M.

Grand Valley State University
JOHN TEST1

Exit

Refresh JOHN TEST1 Vac < > Year Quarter Month Print Exit

January 2006 February 2006 March 2006

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2006 May 2006 June 2006

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2006 August 2006 September 2006

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 2006 November 2006 December 2006

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1. **Refresh:** Refreshes the screen.
2. **Name:** Shows your name.
3. **Vac:** This feature is not used for student employees.
4. **< >:** Moves you forward or backward through time.
5. **Year, Quarter, Month:** Changes the view between twelve, three, and one month.
6. **Print:** Prints a Yearly Attendance Calendar.
7. **Exit:** Takes you back to WebTime time entry screen.

Contact Information

If you have any questions or concerns, please contact the Payroll Office:

(616) 331-2237 payroll@gvsu.edu